



## Tickton Pre-school and Play Pals,

### Health and Safety Policy.

- Insurance
- Premises
- Fire safety and drills
  - First Aid
  - Awareness
- Safety of adults
- Windows & Doors
  - Storage
  - Outdoor area
- Hygiene and infectious disease.

### Maintaining Children's Safety and Security of our Premises Policy.

(For walking children to and from school – please see risk assessment file)

### Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS)

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS.

**See all setting RISK ASSESSMENTS – All staff must read, sign and follow setting risk assessments.**

## **HSE (Health and Safety Executive)**

### **(Safety and suitability of premises, environment and equipment).**

#### **Policy Statement**

Tickton Pre-school and Play Pals believes that the health and safety of children, adult members of Tickton Pre-school and Play Pals and visitors is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

As a setting, we must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided in the setting.

We must comply with requirements of health and safety legislation (including fire safety and hygiene requirements). (**HSE.gov.uk**).

**All premises, including outdoor spaces must be fit for purpose. Spaces, furniture, equipment and toys must be safe for children to use and the premises must be secure.**

**As a setting, we follow all HSE guidance on health and safety. (hse.gov.uk)**

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment by sharing our policy and procedures.

#### **Our member of staff responsible for health and safety is:**

Helen Turner (Manager) – supported by all members of staff.

Our Health and Safety Coordinator is competent to carry out these responsibilities. They have undertaken health and safety training and regularly up-dates their knowledge and understanding.

We display the necessary Health and Safety poster in the kitchen.

**Insurance cover** We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the parent's information board in the main entrance hall.

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#### **Awareness.**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures and they understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

Each staff member reads and signs the risk assessments of the setting and our health and safety policies.

All staff members receive a copy of our fire evacuation procedures (Please see copy attached to this policy).

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.

As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.

We operate a no smoking policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

**Children must be safeguarded and kept safe on all outings (see setting risk assessments). Staff must follow outing risk assessment at all times.**

### **Safety of adults**

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so – including safety ladders. The setting also has a DBS checked care-taker who can attend to these needs safely

All warning signs are clear and in appropriate languages.

Adults do not remain in the building on their own or leave on their own after dark.

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

We keep a record of all substances that may be hazardous to health - such as cleaning chemicals. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored –This information is stored in our COSHH records. The chemicals are stored in our setting COSHH box, on the bottom shelf in the kitchen store cupboard)

We keep all cleaning chemicals in their original containers.

### **Windows**

Low level windows are made from materials that prevent accidental breakage or are made safe.

Windows are protected from accidental breakage or vandalism from people outside the building.

No blind pull cords are accessible by children.

### **Doors**

We take precautions to prevent children's fingers from being trapped in doors. Doors that children have access though on a regular bases are protected by safe finger guards.

### **Floors**

All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged. (This is part of our daily risk assessment check sheet).

### **Electrical/gas equipment**

All electric equipment is P.A.T. tested regularly – a copy of this certificate is held at the setting.

All electrical/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switch gear/meter cupboard is not accessible to any child.

Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

Storage heaters are checked daily to make sure they are not covered.

There are sufficient sockets to prevent overloading.

All spare sockets are guarded by safe socket covers.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

## **Storage**

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing in the store room.

Safety ladders are provided for staff to store equipment safely.

## **Outdoor area**

Our outdoor area is securely fenced and manned by staff at all times when children are accessing this area.

An out-door area is checked as part of our daily risk assessment checks.

Our outdoor area is checked for safety and cleared of rubbish before it is used.

Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Where water can form a pool on equipment, it is emptied before children start playing outside.

Our outdoor sand pit is covered when not in use and is cleaned regularly.

All outdoor activities are supervised at all times.

The park area and local filed area are checked before children are allowed to use the equipment and space (please see risk assessment).

## **Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting which includes play room, kitchen, toilets and nappy changing areas.

We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.

The toilet area has a high standard of hygiene including hand washing and drying facilities. The regular daily cleaning of the WC areas is recorded and signed.

**We implement good hygiene practices by:**

- cleaning tables between activities;
- cleaning toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes;

**Activities and Resources.**

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.

The layout of play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

The setting must remain within staff/child ratio at all times: statutory requirements of the EYFS to be followed regarding ratios.

Staff must organise equipment and the setting environment must be organised to meet the needs of all the children. The facilities, equipment and access to the premises are suitable for children with disabilities.

Provision is made to provide space for children to relax, play quietly or sleep.

Children are only ever released into the care of an adult with parental permission.

No child ever leaves the setting unsupervised

All materials, including paint and glue, are non-toxic.

Sand is clean and suitable for children's play.

Physical play is supervised.

Children are taught to handle and store tools safely.

Children who are sleeping are checked regularly.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.

Large pieces of equipment are discarded only with the consent of the manager.

### **First Aid**

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

#### **Our first aid kit:**

- Complies with the Health and Safety (First Aid) Regulations.
- Is regularly checked every half term by a designated member of staff and re-stocked as necessary.
- Is easily accessible to adults.
- Is kept out of the reach of children.

**At the time of admission to the Pre-school or Play Pals, parent/carer written permission for emergency medical advice or treatment to be sought is signed for. Parents sign and date their written approval.**

#### **Sickness – discussed by a child.**

If a child tells a practitioner that they have been sick in the night practitioners will contact parents to ensure the child is safe and well to be at pre-school and in the company of other children. The practitioner will discuss with the parent/carer our 48 hour policy for children and adults who are sick – to prevent the infection of others.

#### **Our Accident Book**

Is kept safely and accessible.

All accidents are recorded and reported to parents on the same day (parents must sign the accident record).

All staff and volunteers know where it is kept and how to complete it.

Is reviewed every term to identify any potential or actual hazards by the setting manager.

Ofsted is notified of any injury requiring treatment by a GP or hospital, or the death of a child or adult, this is also reported to the local office of the Health and Safety Executive RIDDOR. In the case of a child being injured the local Social Care team is also informed.

#### **Infectious Disease.**

Protocol for informing parents/carers is there is an outbreak of infectious disease.

All parents will be informed via a written letter sent from the setting manager.

All parents will also receive a telephone call to explain the circumstances (with regard to all confidentiality).



Ofsted would be informed immediately.

Ensuring the health and safety of children, and staff, and supporting children's ongoing wellbeing, is a core focus of the delivery of our preschool. Practitioners need to be aware of the likelihood of young children being exposed to an infectious illness whilst in care. Maintaining hygiene practices within the service and teaching young children about health and hygiene will assist in the prevention of infectious diseases. Providing families with timely and current information will further support this process.

**Relevant Legislation: Infectious Disease.**

- Education and Care Services National Regulations
- Education and Care Services National Law Act

**Key Resources:**

- ALL HSE documentation.
- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- EYLF – Belonging Being Becoming (2009)
- Health and Safety in Children's Services Model Policies and Practices – 2nd Edition revised (2003)
- Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care - 4th Edition (2006)
- NSW Ministry of Health: [www.health.nsw.gov.au/](http://www.health.nsw.gov.au/)
- National Health and Medical Research Council: [www.nhmrc.gov.au/](http://www.nhmrc.gov.au/)
- Immunisation Handbook – 9th Edition (2008) Australian Government – Department of Health and Ageing – National Health and Medical Research Council
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (3) (2011)

**Children's exposure to infectious diseases will be minimised by:**

- our service following all recommended guidelines from relevant authorities regarding the prevention of infectious diseases;
- promotion of practices that reduce the transmission of infection;
- the exclusion of sick children and staff;
- service support for child immunisation; and
- Implementation of effective hand washing procedures.

**The management team will:**

- ensure that all information regarding the prevention of infectious diseases is sourced from a recognised health authority, such as: *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* (4th edition), National Health and Medical Research Council (2006), and the NSW Ministry of Health, or NSW public hospitals websites;
- implement the recommendations from *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care* to prevent the spread of infectious diseases at the service;
- ensure that children are reasonably protected from harm by working with the Nominated Supervisor and Educators on developing, implementing and reviewing policy that will guide health and safety procedures within the service; and
- collect, maintain, and store appropriately the required enrolment documents and enrolment information of children in the service.
- maintain a hygienic environment;
  - providing families with relevant infectious diseases, health and hygiene information;
  - guiding children's understanding of health and hygiene throughout the daily program;
  - ensuring staff are aware of relevant immunisation guidelines for children and themselves; and
  - maintaining relevant records regarding the current status of the immunisation of staff and children at the service, as well as any relevant medical conditions of children at the service.

Develop an enrolment procedure that captures all required information regarding the children's immunisation status, and any medical conditions.

- Provide relevant sourced materials to families about:
  - the current NSW Immunisation Schedule for children;
  - exclusion guidelines for children that are not immunised or have not yet received all of their immunisations in the event of an infectious illness at the service, upon induction at the service;
  - advice and information regarding any infectious diseases in general, and information regarding any specific infectious illnesses that are suspected/present in the service; and
  - providing information on illnesses (as soon as practicable after the occurrence of an infectious disease).
- Provide information to families as soon as practicable of the occurrence of an infectious disease that describe the:
  - nature of illness;
  - incubation period; and
  - infectious and exclusion periods.
- This information will be sourced from a reliable source such as, *Staying Healthy in Childcare - Preventing Infectious Diseases in Child Care* (4th Edition), National Health and Medical Research Council.
- Ensuring that an "Incident, Injury, Trauma and Illness" record is completed as soon as practicable or no later than 24 hours of the illness occurring;

- Ensure that all educators are aware of individual children's circumstances i.e. read children's record card before children commence preschool;
- Maintaining confidentiality with regards to children's individual medical circumstances, by putting procedures in place to safeguard children and families personal information;
- Provide regular reminders to families to keep information in children's enrolment records up to date (immunisation), ensuring that this occurs as required
- Advising staff of the recommended immunisations for people working with children as per the *Immunisation Handbook* – 9th Edition (2008);
- Maintaining current records of staff immunisation status and ensuring educators familiarity with written procedures for exclusion of educators as well as children in the event of an infectious illness;
- Providing opportunities for educators to source relevant up to date information on the prevention of infectious diseases, and maintaining health and hygiene from trusted sources;
- Ensuring opportunities for educators and families to be involved in the review of the policies and procedures regarding children's health and safety; and
- Inform and implement the advice of the health department, or local health unit regarding Infectious Diseases as required.

**Practitioners will:**

- Ensure that any children that are suspected of having an infectious illness are responded to and their health and emotional needs supported at all times;
- Implement appropriate health and safety procedures, when tending to ill children;
- Ensure that families are aware of the need to collect their children as soon as practicable to ensure the child's comfort;
- Advise families that they will need to alert the service if their child is diagnosed with an Infectious illness;
- maintain a hygienic environment;
- Maintain their own immunisation status, and advise the Approved Provider/Nominated Supervisor of any updates to their immunisation status;
- Provide varied opportunities for children to engage in hygiene practices, including routine opportunities, and intentional practice;
- Take into consideration the grouping of children to reduce the risk of acquiring an infectious illness when planning the routines/program of the day;
- Implement the services health and hygiene policy including:
  - hand washing – washing and drying thoroughly, and remembering to include babies when hand washing
  - routine and daily cleaning of the service;
  - Nappy changing procedures;
  - wearing gloves (particularly when in direct contact with bodily fluids); and
  - proper handling and preparation of food.
- Provide opportunities for staff, children and families to have access to health professionals by organising visits/guest speakers to attend the service to ensure that practices in place at the service are correct; and

- Maintain currency with regard to Health and Safety by attending appropriate professional development opportunities.

Families will:

- Advise the pre-school of their child's immunisation status, and provide written documentation of this for the service to copy and keep with the child's enrolment records;
- Advise the service when their child's immunisation/medical condition is updated and provide this information to the service to ensure that enrolment records are up to date; and
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods.

Infection control is effectively managed at the service to ensure children remain healthy and transmission of infectious diseases are minimised

## **Fire Safety**

The basis of fire safety is risk assessment. These are carried out by a 'competent person'. Please see fire evaluation procedure attached to this policy.

We use appropriate fire detection and control equipment (for example fire detection and control equipment).

The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.

All fire doors are clearly marked, never obstructed and easily opened from the inside.

Fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practised regularly at least once every half term (six weeks).
- Records are kept of fire drills and the servicing of fire safety equipment.

## **Emergency evacuation procedure**

In the event of the children and adults having to evacuate the building the following procedure is followed:

- Three loud blasts on a whistle are sounded.
- A member of staff stands at the emergency exit to be used and holds up an evacuation picture which is located on the front of the settings register – which also contains a list of children names and contact details and adults/visitors in attendance.
- The children line up as quickly as possible leaving all toys and valuables in the building (supported by all members of staff).
- A member of staff is requested to check all areas for children and adults (including WC area).
- The children are led from the building to the assembly our assemble point on the main filed area through the gate and next to the green storage container.
- One member of staff takes 'A register' of children, staff and volunteers.
- 999 is called
- The manager or setting leader will call the emergency services in the event of a real fire.
- In the event of a real fire the children's parents or carers are contacted.

### **Fire Drill Record**

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- The number of children and adults present
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure.
- We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### **Children's Personal Safety**

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

### **Security**

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

### **Legal Framework**

Statutory Framework EYFS.

HSE

Health and Safety at Work Act

Management of Health and Safety at Work Regulations

Electricity at Work Regulations.

Control of Substances Hazardous to Health Regulations (COSHH)

Manual Handling Operations Regulations (as amended)

Health and Safety (Display Screen Equipment) Regulations.

